

COMPUTERIZED EXAM PROCEDURES FOR M1 AND M2 YEARS

The purpose of these required procedures is to ensure a consistent exam experience for all students and to assure the security of examinations.

Each student will:

- Arrive at the examination room 15 minutes before the official exam start time.
- Bring only their UCF College of Medicine approved laptop and cables, pencils and erasers. A clear drinking vessel and snacks that may be consumed quietly are permitted.
- Check in with the door proctor and show UCF ID; once inside the room quiet exam conditions begin.
- Receive a folder with their name on it containing scratch paper and item challenge cards.
- Remain seated once inside the exam room, and raise their hand to speak to a proctor.
- Report any technical or other problem promptly to a proctor.
- Must electronically “submit” their completed examination before leaving the room.
- When leaving the room after completing the examination, the student must check out with the door proctor by handing in the examination folder and all its contents; take all belongings as no reentry is allowed.

General:

- *Avoid taking bathroom breaks unless truly necessary; only one student at a time may leave the room and this should be documented using a sign out/sign in sheet.*
- *Exams will start on time; no extra time will be allowed for a student arriving late; exams will end in allowed time.*
- *No entry to the exam room is allowed if a student is more than 30 minutes late; in such cases a student should report this problem to the module director and associate or assistant dean for students for consideration of a later completion exam.*
- *Module directors will be present at the start of an examination for 10 minutes; no faculty or staff should enter the examination room other than official proctors.*
- *Students must end their exams in the allowed time.*
- All exam irregularities (potential honor code violations) should be documented in writing, and these reports should be submitted to the associate or assistant dean for students’ office immediately after the exam. In such cases, the exam score of a student will be withheld until the case is investigated.